

City of Seattle Office for Education

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FAMILIES AND EDUCATION LEVY MIDDLE AND HIGH SCHOOL REQUESTS FOR INVESTMENTS (RFI) **REVISED NOVEMBER 19, 2012**

***NOTE: PRESENTATION DOES NOT REFLECT RFI
AMENDMENTS MADE AFTER NOVEMBER 19, 2012***

Request for Investment (RFI) Information Session Agenda

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- Information Session Process
- RFI Overview Presentation
- Questions

What's New in MS and HS RFIs? (1 of 2)

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- Combined MS Innovation & Linkage RFIs
- Organized and defined RFI *Key Terms*
- Eliminated Middle School Linkage Tier 4; these schools are now combined with Tier 3 Linkage
- Different requirements for MS Innovation and Linkage Tiers
- Different requirements for HS Innovation Tier 1 vs. Tier 2
- Includes contact information for SPS staff members available to support schools during RFI development process

What's New in MS and HS RFIs? (2 of 2)

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- Added optional Attachment 2: School Narrative section
- Revised OFE-prepared School Data Report
- Required Attachment 3: Data Sample
- Revised English Language Learner (ELL) sections so required ONLY for schools with a certain threshold of ELL students
- Revised format of Work Plan Summaries section
- Revised Budget Template
- *(Updated 11/19) Levy schools must administer MAP assessment in the fall and spring beginning in school year 2013-2014.*

2011 Families and Education Levy Goals

Page 1 of RFI

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- Children will be ready for school.
- All students will achieve academically and the achievement gap will be reduced.
- All students will graduate from school college/career ready.

General RFI Notes

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- This is a competitive process with no guarantee of funding
- Submitting an RFI is required to receive Levy funding
- Anticipated last round of MS and HS investments
- Funding amounts will vary, depending on school need and quality of plan
- 25% of funds will be contingent on achieving results
- Partner agencies must be approved through the Levy's Request for Qualification (RFQ) process to receive $\geq \$5,000$ in cumulative Levy funding from school(s)

Middle School Overview

Pages 1-~~3~~4 of MS RFI

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- Invest in up to 2 Innovation and 9 Linkage middle schools

Funding Tier	SY2013-14 Amount	Eligible Schools
Innovation	\$300,000 - \$475,000	Aki Kurose, Eckstein, Madison, Whitman
Tier 1 Linkage	\$175,000 - \$225,000	Aki Kurose, Eckstein, Whitman
Tier 2 Linkage	\$100,000 - \$150,000	Broadview-Thomson
Tier 3 Linkage	\$25,000 - \$50,000	Jane Addams, Catherine Blaine, Interagency School, Orca, Pinehurst, Salmon Bay, Seattle World School, TOPS

High School Overview

Pages 1-2 of HS RFI

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- Invest up to \$370,000 in Innovation high schools

Funding Tier	SY2013-14 Amount	Eligible Schools
Tier 1 Innovation	\$200,000 - \$370,000	Chief Sealth, Cleveland, Garfield
Tier 2 Innovation	\$100,000 - \$170,000	Rainier Beach, Seattle World School, South Lake

Key Terms

Pages 4-9 of MS RFI | Pages 2 3-8 of HS RFI

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- Outcomes and Indicators
- Focus Students
- Areas of Concentration
 - Math/Science
 - Reading/Writing
 - Passing Classes
 - Attendance
 - English Language Acquisition
- Key Components

Key Terms: Middle School Outcomes

Page 4 of MS RFI

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REQUIRED: *All Innovation and Linkage middle schools must include at least one Outcome in which students meet grade-level state standards.*

1. Students advancing from **Level 1 and Level 2 to Level 3 or higher** on one or more grade-level state tests in math and/or reading
2. Students advancing from **Level 2 to Level 3 or higher** on one or more grade-level state tests in math and/or reading
3. Schools improving on state tests in science and/or writing from year to year

Key Terms: Middle School Indicators

Page 4 of MS RFI

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1. Students advancing from Level 1 to Level 2 or higher on one or more grade-level state tests (math and reading)
2. Students meeting or exceeding typical growth goals in reading/math MAP*
3. Students passing all core courses each semester
4. Students absent fewer than 5 days per semester, excused or unexcused
5. English language learners making gains on state English proficiency test

*NEW: All Levy-funded schools **MUST** administer MAP in the **fall and spring** beginning in school year 2013-2014.

Key Terms: High School Outcomes

Pages 2-3 HS RFI

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REQUIRED: *Must include at least one of the following outcomes.*

1. 9th graders promoting on time to 10th grade
2. Students meeting standards on grade-level state tests (e.g. End-of-Course exam in math)

Key Terms: High School Indicators

Page 2-3 of HS RFI

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1. Students meeting or exceeding typical growth goals in reading/math MAP*
2. Students passing core courses each semester
3. Students absent fewer than 5 days per semester, excused or unexcused
4. English language learners making gains on state English proficiency test

(Updated 11/19) All Levy-funded schools **MUST administer MAP during the **fall and spring** beginning in school year 2013-2014.*

Key Terms: Focus Students

Page 4 of MS RFI | Page 3 of HS RFI

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Identified by the following risk factors:

- Failure to meet grade-level standard on state assessments
- Failure to make typical growth on Measures of Academic Progress (MAP)
- Failure to make gains on the state English language proficiency test
- Scoring at a Level 1 or 2 on annual Washington English Language Proficiency Assessment or Placement Exam
- Failure to pass a core course in middle or high school
- Poor attendance, defined by missing 5 or more days per semester, excused or unexcused
- School entry after the beginning of the year

***NOTE:** High schools may elect to focus ELL strategies on all 9th graders. College and Career Readiness programming will address ALL 9-12 grade students.*

Key Terms: Key Components

Pages 5 - 9 of MS RFI | Pages 2-7 of HS RFI

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- Extended In-School Learning Time
- Social/Emotional/Behavioral and Health Support
- Family Involvement
- College and Career Readiness
- *Middle School only:* Expanded Learning Opportunities
- *High School only:* 8th to 9th Grade Transition

Key Events

Page 2 of MS RFI | Pages 7-8 of HS RFI

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- November 19 | *District TA: Academic Intervention Content Specialists*
- December 4 & 6 | *District TA: Data and Reporting*
- Week of December 10 | *Round 2 Successful RFQ Proposals Published*
- December 13 | *RFQ-Approved Providers and Principals Networking Meeting*
- January 7 | *Last Day to Ask Questions of OFE*
- **January 14, 4:30 pm | RFI Submissions due to OFE**
- February 28 – March 4 | *School Interviews*
- March 15 | *RFI Notification*

See RFI for a complete list of events.

SPS Contacts

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- See pages 10-11 of MS RFI; Page 9 of HS RFI
- SPS contact information for assistance with:
 - College/Career Readiness
 - Data
 - Early Learning
 - English Language Acquisition
 - Family/Parent Involvement
 - Human Resources/Labor Relations
 - Literacy/Language Arts
 - Mathematics
 - Multi-Tiered Systems of Support (MTSS)
 - Special Education

Submission Attachments

Page 12 of MS RFI | Page 10 of HS RFI

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1. Attachment 1: Cover Sheet
2. Attachment 2: School Narrative –*Optional*
3. Attachment 3: Data Analysis Summary
 - Part I: English Language Acquisition*
 - Part II: Data Analysis
4. Attachment 4: Data Sample
5. Attachment 5: English Language Learner Program*
6. Attachment 6: College and Career Readiness Plan*
7. Attachment 7: School-Based Health Center (SBHC) Plan*
8. Attachment 8: Work Plan Summaries
9. Attachment 9: Management and Oversight Plan
10. Attachment 10: Annotated Budget

**Required for some schools. See RFI for details.*

Submission Requirements

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- Not all attachments are required for each school
- See page **12 of MS RFI** and page **10 of HS RFI** to confirm relevant attachments

Attachment 2: School Narrative

Page 15 of MS RFI | Page 12 of HS RFI

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- NEW!
- Optional
- Provides an opportunity for schools to set the context for how Levy investments would further support their strategies and efforts to improve student achievement
- Helps reviewers understand the school's successes and challenges.
- Reviewed by evaluators, but not scored

Attachment 3: Data Analysis Summary

Pages 16-17 of MS RFI | Pages 13-14 of HS RFI

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Part I: English Language Acquisition *(Applicable schools only)*

Part II: Data Analysis

- Must demonstrate an understanding of your school's needs in the different Areas of Concentration:
 1. Math/Science
 2. Reading/Writing
 3. Passing Classes
 4. Attendance
 5. ELL *(Applicable schools only)*

Complete this section using the following:

- School Data Report (OFE provides)
- ELL Data (School completes. ELL Coaches available to help)
- Additional school-level data

Attachment 4: Data Sample

Page 18 of MS RFI | Page 15 of HS RFI

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- Now Required
- Provide at least ONE data sample that demonstrates how the school uses data to:
 - Identify student needs,
 - Assess student mastery, and/or
 - Measure progress towards goals
- See RFI for a list of example data to submit
- Do NOT include:
 - Identifiable student information (names, IDs, DOBs)
 - Program flyers
 - Studies/evaluations
 - Links to other data/studies/reports

Attachment 5: English Language Learner Program

Pages 19-20 of MS RFI | Pages 16-17 of HS RFI

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Two major areas to cover:

- Describe capacity of school to serve ELLs
- Describe supports for ELLs in your school

Response may describe current programming and/or programming improvements you will implement if awarded funds.

Please contact your coach or SPS ELL coach Nancy Burke (nburke@seattleschools.org, 206-252-0077) for technical assistance.

Attachment 6: College & Career Readiness Plan

Pages 21-22 of MS RFI | Pages 18-19 of HS RFI

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- **Requirement #1:** A comprehensive **guidance and counseling model** that provides students with (at least) **monthly curriculum-based meetings** to discuss college/career interests, post-secondary options, etc.
- **Requirement #2:** **Structured opportunities** for students to share academic progress, aspirations and challenges with families and school staff **at least once per year.**
- **Requirement #3*:** Case management for students identified as needing additional, intensive support.

**Not required for High School Innovation submission. Implementation begins in SY2015-16. More information forthcoming.*

Attachment 7: School-Based Health Center (SBHC) Plan

Pages 23-24 of MS RFI | Pages 20-21 of HS RFI

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This plan must jointly developed with the SBHC and demonstrate the following:

- Collaborative planning
- Targeted referral and follow up process
- Data sharing and joint targets
- Logistics

Attachment 8: Work Plan Summaries

Pages 25-33 of RFI

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Using your Data Analysis Summary and ELL Self-Assessment, complete your applicable Work Plan Summaries with the following in mind:

1. Outcomes & Indicators
2. Focus Students
3. Areas of Concentration
4. Key Components
 - ✦ Extended in-school learning time
 - ✦ Social/emotional/behavioral and health support
 - ✦ Family involvement
 - ✦ Out-of-school time/expanded learning opportunities

Attachment 8: Middle School Work Plan Summaries

Pages 25-33 of MS RFI

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Requirements	Innovation	Linkage Tier 1 & 2	Linkage Tier 3
#1) Areas of Concentration	4-5	2-3*	1-2*
#2) Focus Student Subpopulations	1-3 Aim to serve $\geq 100^*$ students.	1-3 Aim to serve $\geq 75^*$ students.	1-4 Aim to serve $\geq 40^*$ students.
#3) Outcomes & Indicators	≥ 5	$\sim 2-3^{**}$	$\sim 2-3^{**}$
#4) Key Components	4	2-3	1-2
Cumulative Page Limit	12 pages	7 pages	5 pages

*One Area must be either Math/Science or Reading/Writing

**Must select at least one outcome from list provided.

Attachment 8: High School Work Plan Summaries

Pages 22-31 of HS RFI

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Requirements	Innovation Tier I	Innovation Tier II
#1) Areas of Concentration	4-5	2-3*
#2) Focus Student Subpopulations	1-3 Aim to serve $\geq 100^*$ students.	1-3 Aim to serve $\geq 75^*$ students.
#3) Outcomes & Indicators	≥ 5	$\sim 2-3^{**}$
#4) Key Components	4	2-3
Cumulative Page Limit	12 pages	7 pages

*One Area must be either Math/Science or Reading/Writing

**Must select at least one outcome from list provided.

Exhibit C: Middle School Work Plan Summary Example

Page 45 of MS RFI

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Area of Concentration A: Math

(A) Outcome/ Indicator	(B) Description of Levy Focus Student Population	Previous Results – SY 2011-12				Projected Results – SY 2013-14	
		(C) # of Levy Focus Students	(D) Levy Focus Students as % of Total School (6-8)	(E) # Levy Focus Students Achieved Outcome/ Indicator	(F) % Levy Focus Students Achieved Outcome/ Indicator	(G) # Levy Focus Students Meet Target	(H) % of Levy Focus Students Meet Target
% of incoming level 2 math MSP students advancing to Level 3+	6 th & 7 th math MSP level 2	125	14%	46	37%	60	48%
		# of (B) in SY 2011-12	(C) / Total # 6 th -8 th students SY 2011-12	# of (C) who achieved measure in SY 2011-12	(E)/(C)	# Expect to meet target SY 2013-14	(G)/(C)

Exhibit C: High School Work Plan Summary Example

Page 41 of HS RFI

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Area of Concentration A: Math

(A) Outcome/ Indicator	(B) Description of Levy Focus Student Population	Previous Results – SY 2011-12				Projected Results – SY 2013-14	
		(C) # of Levy Focus Students	(D) Levy Focus Students as % of First- Time 9 th Graders	(E) # Levy Focus Students Achieved Outcome/ Indicator	(F) % Levy Focus Students Achieved Outcome/ Indicator	(G) # Levy Focus Students Meet Target	(H) % of Levy Focus Students Meet Target
% of first-time 9 th graders passing EOC Algebra exam	Incoming 9 th graders scored level 1 or 2 8 th grade math MSP	125	14%	46	37%	60	48%
		# of (B) in SY 2011-12	(C) / Total # First-Time 9 th graders SY 2011-12	# of (C) who achieved measure in SY 2011-12	(E)/(C)	# Expect to meet target SY 2013-14	(G)/(C)

Attachment 9: Management & Oversight Plan

Pages 34-35 of MS RFI | Pages 30-31 of HS RFI

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Key Areas to Cover:

- **Leadership, Planning, and Implementation**
 - Discuss process for securing staff, CBO, and SHBC buy-in (as applicable)
 - Specify implementation key roles and responsibilities
 - Describe systems for evaluating program effectiveness
- **Tracking to Results**
 - Describe a specific example of successfully executing a continuous improvement process
 - Discuss data sharing systems and protocols with school, CBO, and SHBC staff (as applicable)

Attachment 10: Annotated Budget

Page 36 of MS RFI

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Requirements:

- Description of personnel and non-personnel expenditures (includes indirect costs)
- Include commitment item number for each expenditure
- All personal service contracts must meet Collective Bargaining Agreement requirements
- Two budgets must be submitted: Low and high range
- Budget your 25% performance pay
- **IMPORTANT:** High range budget should tie directly to Attachment 8: Work Plan Summaries
- See “Instructions” and “Sample” tabs in Excel Budget file

Community Partners

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IMPORTANT: Individuals and organizations receiving cumulative Levy funding **exceeding \$5,000** per school year from Seattle Public Schools' elementary, middle, and high school levy funds **must be approved** through the **Levy Request for Qualification (RFQ) process.**

- Round 1 RFQ approved agencies are currently listed on OFE's website: www.seattle.gov/neighborhoods/education/funding
- Round 2 RFQ approved agencies posted week of December 10, 2012
- Schools/Approved CBO fair on December 13, 2012

Instructions to Respondents

Pages 40-42 of MS RFI | Paged 36-37 of HS RFI

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Responses to each section must be in this format:

- 8½" X 11" paper, size 12 font, 1-inch margins
- Typed or word-processed and singled or doubled spaced
- Pages numbered
- All attachments **must** be stapled together

You will submit two files only: 1) RFI in MS Word or Adobe PDF and 2) Attachment 10: Annotated Budget in Excel.

Submit 6 paper copies to OFE AND an **electronic copy** to EducationOffice@seattle.gov by **4:30 pm, January 14, 2013**.

Naming conventions for the electronic files AND your email subject heading:

- Middle Schools: ***SchoolName_MiddleRFI***
Example: AkiKurose_MiddleRFI
- High Schools: ***SchoolName_HighRFI***
Example: ChiefSealth_HighRFI

Evaluation Process

Pages 37-40 of MS RFI | Pages 33-36 of HS RFI

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- Part I: Technical Compliance Review
- Part II: Rating RFI Applications by panel of experts
 - Rating criteria and points for each section table included in RFIs
 - Applicable sections and total possible points vary by school
- School Interviews (as applicable)
- Decisions Issued

Information Regarding Questions

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- Applicant questions after the RFI information session must be sent via e-mail. No phone calls.
- Please email: kathryn.aisenberg@seattle.gov
- Within 3 business days, we will post answers online to questions asked at this session and via email.
- We will continue to accept questions until Monday, January 7, 2013.
- Access Questions & Answers online:
<http://www.seattle.gov/neighborhoods/education>

Recommended Next Steps

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If you are interested in applying:

1. Email Kathryn.Aisenberg@seattle.gov to request your School Data Report.
2. Middle Schools email Kristi Skanderup (Kristis@cablespeed.com) and High Schools email Janet Blanford for support and/or to request feedback on your draft RFI.
3. Attend upcoming District events on November 19, December 4, and December 6 (see RFI).
4. Review *Exhibit B: Characteristics of Strong RFI Applications* (page 44 MS RFI, page 40 HS RFI) for guidance.

Key Reminders

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- Follow the required response format
- Submit 6 paper copies and an electronic file
- Questions must be emailed to Kathryn.Aisenberg@seattle.gov by Monday, January 7, 2013
- Proposals are due by 4:30 p.m., Monday, January 14, 2013
- Ensure the person designated on the cover sheet is can be reached at the phone number and e-mail address listed